

WORK PROCESSES
MEDICAL TRANSCRIPTIONIST
 O*NET-SOC Code: 31-9094.00
 RAIS CODE: 1111

The work processes of transcriptionist are outlined in the attached Model Job Description for a Medical Transcriptionist published by the American Association for Medical Transcription (AAMT). (See attached Model Job Description).

Occupation Description: Medical language specialist who interprets and transcribes dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc., in order to document patient care and facilitate delivery of healthcare services.

| Work Processes – | APPROXIMATE HOURS |
|--|-----------------------------------|
| Discharge Summary Reports | 640-680 hours (4 months) |
| Account-Specific Expectations | 24-24 hours |
| Transcription | 528-568 hours |
| Quality Review * | 88-88 hours |
| History and Physical Reports | 640-680 hours (4 months) |
| Account-Specific Expectations | 24-24 hours |
| Transcription | 528-568 hours |
| Quality Review | 88-88 hours |
| Transcription of Consultation Reports | 640-680 hours (4 months) |
| Account-Specific Expectations | 24-24 hours |
| Transcription | 528-568 hours |
| Quality Review | 88-88 hours |
| Transcription of Operative Reports | 1000-1040 hours (6 months) |
| Account-Specific Expectations | 24-24 hours |
| Transcription | 872-912 hours |
| Quality Review | 104-104 hours |
| Transcription of a variety of Reports above | 1080-1120 hours (6 months) |
| Transcription | 976-1016 hours |
| Quality Review | 104-104 hours |
| | 4000-4200 Total Hours |

* Quality review hours will decrease on a monthly basis, dependent on skill level, as follows: 1st month, 48 hours; 2nd month, 24 hours; 3rd through 6th months, 8 hours.

Related Instruction Outline
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| | | <u>Approximate Hours</u> |
|--------------------|---|--------------------------|
| 1st year: | Review of Pharmacology and Laboratory Medicine | 24 |
| | Review of Technology Competencies | 24 |
| | Skill Building Practice | 24 |
| | AAMT General Medicine Module | 48 |
| | Physical Exam and Health Assessment | 48 |
| | | = 168 hours |
| 2nd year: | Skill building with Accents | 24 |
| | AAMT General Surgery Module | 64 |
| | Certified Medical Transcriptionist (CMT) Review | 64 |
| | | = 152 hours |
| TOTAL HOURS | | 320 hours |